

Information for Candidates and Agents
UK Parliamentary Election
Caerphilly and Islwyn Constituencies
Election 8th June, 2017.



Election Timetable

Dissolution of Parliament	3 rd May 2017
Writ to be received by Returning Officer	4 th May 2017
Publication of Notice of Election	8 th May 2017
Nominations Commence	10.00am 9 th May 2017
Close of nominations	4pm – 11 th May 2017
Deadline for withdrawal of candidature	4pm – 11 th May 2017
Notification of appointment of election agents	4pm – 11 th May 2017
Publication of statement of persons and parties nominated and publication of notice of poll	5pm – 11 th May 2017
Deadline for new postal votes/changes to postal or proxy votes	5pm – 23 rd May 2017
Registration deadline	22 nd May 2017
Deadline for applications for new proxy votes	5pm – 31 May 2017
Appointment of counting and polling agents	1 st June 2017
Polling day	8 June 2017 – 7am to 10pm
Deadline to apply for new applications to vote by Emergency proxy	5pm – 8 June 2017
Replacement for lost/spoilt postal votes ends	5pm – 8 June 2017
Accounts (candidates) to be submitted by	14 July 2017

Qualifications / Disqualifications

You must be qualified and not disqualified from standing. The Electoral Commission guidance is attached. The list below is not exhaustive and you need to ensure yourself that you are eligible. If in doubt you may need to take your own legal advice.

Qualifications

To qualify as a candidate you must: (on the day you are nominated and on polling day):

- be at least 18 years of age
- be a British citizen, an eligible Commonwealth citizen or a Citizen of the Republic of Ireland

Disqualifications

You cannot be a candidate if at the time of your nomination or election you:

- –are a civil servant
- –are a member of the armed forces
- –are a member of a police force
- –Government nominated directors of commercial companies
- –are a member of a legislature of any country or territory outside the Commonwealth
- –peers who sit in the House of Lords
- –bishops of the Church of England (Known as the Lords Spiritual)
- –are the subject of a bankruptcy restrictions order or debt relief order

Nominations

Electoral Commission guidance is also attached for information.

Who can deliver nomination papers?

- The nomination papers (Nomination form, Home address form) must be delivered by hand by yourself, your party's Nominating Officer, your proposer or seconder or your election agent. There are no restrictions on who can deliver your Consent to nomination, certificate of authorisation and emblem request form. The Consent to nomination must be delivered by hand and

The deposit

- Each candidate must deposit £500 so that the nomination is valid.
- Can be made using legal tender (cash) or a UK banker's draft
- The person making the deposit must give the RO their name and address
- If the candidate obtains more than 5% of the valid votes cast in the constituency the deposit will be returned

Nomination form – Constituency candidates

If you wish to stand as a constituency candidate, your form must contain:

- your full name
- the signature³ of ten subscribers who must be registered electors in the constituency (as at 2nd May, 2017)

You also have an option to include on the form:

- a registered party description (if authorised to use one – you will need to submit a certificate from the party)
- any names you commonly use that are different from your actual name (and which you wish to appear on the ballot paper).

Descriptions

Under certain circumstances you can have a description that will appear under your details on the ballot paper.

You have four options regarding using a description:

- 1 Leave the description part of the form blank so that no description will appear on the ballot paper (although this will mean that you will not be able to use an emblem if you are standing on behalf of a party)
- 2 Use the description 'Independent' or 'Annibynnol'
- 3 If you are representing a registered political party, you can use the party name as registered with the Commission
- 4 If you are representing a registered political party, you can use one of the party's descriptions registered with the Commission
- 5 If you are standing for a political party and choosing options 3 or 4, you must submit a certificate of authorisation showing that you have the authorisation of the party's Nominating Officer (or someone appointed to act on their behalf).

The certificate must be submitted by 4pm on 11 May 2017.

Joint descriptions

- As a constituency candidate, you can stand for election for more than one party and use a joint description
- You will need a certificate of authorisation from the Nominating Officers for both parties and the description must be registered as a joint description by both parties.

Home address Form

Must put on your Home address in full this cannot be a business address. If you do not want your home address on the ballot papers you must make a statement to that effect and provide the name of the constituency you live in (Country if live overseas).

Consent to nomination

•Must include:

- confirm that you are not disqualified and not disqualified
- date of birth must be included
- candidate must sign and date form
- witness must sign and date form

Agents

Election agent

- must be declared to the RO before 4pm on 11th May 2017

Sub-agent

- must give written notice to the RO by no later than 6th June 2017 (if appointed)

Polling agent

the RO requires notice in writing of any people appointed as polling agents by 1 June 2017. You can appoint any number but only one may enter the polling station at any one time.

Counting agent

- the RO requires notice in writing of any persons nominated to attend the counting of the votes by 1 June 2017. You may appoint 9.

Postal Votes

Code of conduct

no candidate or supporter should put themselves in a position where their honesty or integrity, or that of the candidate or party, can be questioned

Personal identifiers

- absent voters required to provide a sample signature and their date of birth on their application
- this information is stored electronically and checked against the security statement returned with the electors completed postal vote pack

- This adds additional security steps to the processing of applications and verification of returned votes
- it is important that any received applications or postal vote packs are returned to the elections office as soon as possible to ensure adequate time for processing

Timetable

The first issue of Postal votes will be on 22nd May 2017.

Opening Venue – 1 St Gwladys Ave, Bargoed

First Stage Opening – At 3pm on 25th, 26th, 30th, 31st May and 1st & 2nd June the Elections Team will be checking the personal identifiers. At this stage the Ballot papers will remain in Envelope A.

Second Stage Opening – On Saturday 3rd June the envelope A's received to date will be opened and the ballot papers removed (face down). The ballot paper numbers will be compared to the numbers printed on the envelope A.

Islwyn starting 9.00am
Caerphilly will follow Islwyn

Combined Opening- From 5th June the elections team will be carrying out both opening stages daily (3pm). The final opening will be at the relevant Count Centre at 9pm on election day.

Counting of Votes

- Votes for the Islwyn Constituency will be counted at Newbridge Leisure Centre and for the Caerphilly Constituency at Caerphilly Leisure Centre.
- Verification will commence at 10pm. On completion of verification count will commence.
- Count centre will open to candidates, agents and spectators from 9.45pm. Postal Vote observers may attend at 9pm.
- Make sure appointments for counting agents are submitted to the RO prior to deadline

Candidates' spending

There are limits to how much you can spend on your campaigning

Your limits are:-

Short Campaign £8,700 plus 9p for every elector on the register

The Number of electors will be those on the register published on 1st May – Contact the Elections Office for details

You must report your spending to the Returning Officer (Deadline 14th July)

The Electoral Commission gives full guidance on how to account for your spending – Guide enclosed.

Contacts

Acting Returning Officer Mr C. Burns	-	01443 864410
Deputy Returning Officer – Mrs N. Scammell	-	01443 864419
Deputy Returning Officer – Mrs G Williams	-	01443 863028
Deputy Returning Officer /	-	01443 864405
Electoral Services Manager – Mr D. Beecham		
Elections Office	-	01443 864203

Electoral Commission contacts

- Wales office 029 2034 6800